



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 16.58

Subject: Independent Living Case Plan

Supersedes: None

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 01/01/05

Revision date:

Application

To All Department of Children Services Employees

Authority: TCA 37-5-106; Chafee Foster Care Independence Act of 1999

Policy

Every DCS youth in out-of-home care, age sixteen (16) or older shall have an Independent Living Case Plan included as part of the "Child's Section" of the Permanency Plan with the Regional Independent Living Specialist and the case manager. Any youth who is age fifteen (15) years and six (6) months or older shall have an Independent Living Case Plan (ILCP) developed for his/her case manager.

Procedures

A. Independent Living Case Plan Conference - Child and Family Team Meeting (CFTM)

1. A Child and Family Team Meeting (CFTM) shall be held to develop a draft of the initial Independent Living Case Plan (ILCP). (See *DCS Policy 31.7, Engaging Families* for more information on CFTM). The initial ILCP shall be developed at the time the permanency plan is developed and in the context of a child and family team meeting.
2. The ILCP, form CS-0650, *Independent Living Plan*, shall be reviewed, finalized and signed within thirty (30) days from the date the CFTM was held.
3. The ILCP-CFTM shall be held at a time and place accommodating to the youth and their birth/resource family.

**B. Independent
Living Case Plan
– CFTM attendees**

The conference invitees shall include:

1. The Home County Case Manager;
2. His or her supervisor (TL/TC);
3. Youth;
4. Foster parent or caregiver;
5. Regional Independent Living Specialist;
6. Youth's biological parents, if appropriate
7. Any significant individuals as requested by the youth; and
8. Community service providers.

**C. Independent
Living Case Plan
– CFTM
discussion**

Topics which shall be discussed at the ILCP-CFTM include, but are not limited to:

1. The youth's vocational and/or post secondary educational interests;
2. The youth's need to develop skills and/or knowledge to enable him/her to live independently;
3. Identify/establish living arrangements, if appropriate;
4. Identify/establish a support system for the youth;
5. Identify medical, dental and mental health needs and identify the service providers;
6. Identify transportation needs;
7. Identify financial needs; and
8. The need for an assessment to determine the youth's educational and/or vocational interests and level of ability.

**D. Independent
living case plan**

The Independent Living Case Plan is a component of the youth's permanency plan, unless receiving post custody services. It shall be finalized at the Permanency Planning CFTM/Hearing and shall include, but not be limited to,

provisions for:

1. Education/Vocation
2. Employment
3. Life Skills
4. Housing
5. Financial
6. Health/mental health
7. Substance Abuse
8. Parenting
9. Legal issues
10. Obtaining essential documents
11. Other supports or activities needed for youth's development
12. Targeted case management
13. Counseling/emotional support

NOTE: *Case Managers shall document any trust fund account funds and shall assist the youth in proper financial management of account funds.*

**E. Update of
Independent
Living Case Plan**

The Independent Living Case Plan shall be reviewed with the Permanency Plan unless youth is classified as post-custody. A separate ILCP-CFTM does not need to be held prior to the Permanency Plan Meeting.

**F. Review of non-
participation and
documentation**

1. If, for any reason, it is determined a youth is unable to participate in an Independent Living Program, this determination shall be reviewed at the CFTM Permanency Plan meetings.
2. At this review, the reasons for determining why the youth cannot live independently shall be documented in TN Kids case recordings, including medical, psychiatric or psychological determination.
3. Absent of such determination, a plan for Independent Living shall be developed.

Forms

CS-0650 Independent Living Plan

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Independent Living Plan:</i>	A written description of the programs and services that will help a youth prepare for the transition from foster care to independent living.